



STATE OF SOUTH CAROLINA  
STATE REVOLVING FUND (SRF) PROGRAM  
DRAW REQUEST FORM

SECTION I

Project Sponsor: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_

Date of Request: \_\_\_\_\_  
Loan Number: \_\_\_\_\_  
Draw Request Number \_\_\_\_\_ Interim \_\_\_\_\_ Final \_\_\_\_\_  
Prepared by: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Draw Request Period: From \_\_\_\_\_ To \_\_\_\_\_

DHEC USE ONLY

Fund Type: \_\_\_\_\_

Fund Number: \_\_\_\_\_

AIMS Number: \_\_\_\_\_

SECTION II

A	B	C	D	E	F	G	H	DHEC USE ONLY
Category	Total Eligible Project Costs	Total Costs Approved for Loan	Loan Percentage (C/B) or Waiver Percentage	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)	Adjustments ____ This Request ____ Next Request
1. Engineering	_____	_____	_____	_____	_____	_____	_____	_____
2. Land Acquisition	_____	_____	_____	_____	_____	_____	_____	_____
3. Legal, Appraisal Fees	_____	_____	_____	_____	_____	_____	_____	_____
4. Construction Totals (Use Page 3, No. 1)	_____	_____	_____	_____	_____	_____	_____	_____
5. Equipment	_____	_____	_____	_____	_____	_____	_____	_____
6. Construction Engineering Totals (Use Page 3, No. 2)	_____	_____	_____	_____	_____	_____	_____	_____
7. Other	_____	_____	_____	_____	_____	_____	_____	_____
8. TOTALS	_____	_____	_____	_____	_____	_____	_____	_____

SECTION III

PROJECT SPONSOR CERTIFICATION

I/We Certify that this request for payment of billed costs or reimbursement is in accordance with the terms of the loan agreement and represents amounts which have not previously been requested.

Signature

Signature

Typed Name and Title of Sponsor Representative

Typed Name and Title of Project Engineer

DHEC USE ONLY

DHEC Officials' Certification

Federal Share: \_\_\_\_\_

State Share: \_\_\_\_\_

I/We have reviewed this Loan Draw Request with supporting documentation and certify that the amount reflected on line 8H is eligible for disbursement to the best of my/our knowledge. Adjustments, as required, have been made on this request and will be reflected on subsequent requests submitted by the project sponsor.

Signature (SRF Financial Manager)

Signature (SRF Project Manager)

Date

Date

INSTRUCTIONS FOR PREPARING SRF DRAW REQUEST FORMS

**PURPOSE:** Project sponsors must use this draw request form to request disbursement from their State Revolving Fund loan.

ITEM BY ITEM INSTRUCTIONS

SECTION I

Required information is either self-explanatory or may be obtained from the Revolving Loan Fund Agreement.

SECTION II

- 1. Column A: Categories have ben extracted from the Loan Agreement. No other categories, including line 7 (Other), may be used without the prior written approval of the Budget and Control Board (BCB) and the Department of Health and Environmental Control (DHEC).
- 2. Columns B, C and D: This data must be obtained form the Loan Agreement and will remain constant unless the Loan Agreement is modified to reflect new Eligible Project Costs and/or Costs Approved for Loan. An approved waiver by the BCB may change the percentages in Column D.
- 3. Column E: Reflect the Total Cumulative Eligible Project Costs or Waiver Amount Costs Incurred to Date, by category, in this column. The category amounts and totals cannot exceed the amounts and totals reflected in Column B or the Waiver amount approved by BCB, whichever is applicable.
- 4. Column F: The Total Cumulative Loan Amounts Requested to Date, by category, are determined by applying the percentages reflected in Column D to the amounts in Column E. However, Page 3 must be used to compile totals for Construction and Construction Engineering. The percentages established in Column D for these categories will be used to determine the Construction and Construction Engineering amounts on Page 3. The category amounts and totals in Column F cannot exceed the category amounts and totals reflected in Column C.
- 5. Column G: The Actual Cumulative Loan Amounts Received to Date, by category, are reflected in this column. If an unpaid draw request is being processed by DHEC or the BCB, a departmental adjustment will be made in this column to reflect the appropriate amount.
- 6. Column H: The Amount of This Request, by category, is determined by subtracting Column G amounts from Column F amounts.
- 7. Last Column: Reserved for DHEC Use Only.
- 8. All adjustments must be reflected in the appropriate category amounts and totals.
- 9. Invoices to support the Amount of This Request, by category, must be enclosed with the Draw Request Form.

SECTION III

- 1. Project Sponsor Certification: Signatures of the officials so designated by the project sponsor shall be affixed to the draw request form. Signature forms for the authorized representatives must be on file with the BCB and DHEC.
- 2. DHEC Officials' Certification: Signatures of the officials so designated by the Director, Water Facilities Permitting Division, shall be affixed to the draw request form. Certification by the Project Manager is only required for check point payments and adjustments.

PROCESSING PROCEDURES

Draw requests are to be submitted simultaneously as follows:

- one original and one copy of the draw request with one set of supporting invoices and documentation to;  
*SCDHEC, Water Facilities Permitting Division, SRF Section, 2600 Bull Street, Columbia, SC 29201*
- one copy of the draw request, without supporting documentation, to:  
*SCBCB, Office of Local Government, Loan Administration Coordinator, 1201 Main Street, Suite 910, Columbia, SC 29201*

DHEC files the original in the main project file, located in DHEC's Central Office.

DHEC USE ONLY

\_\_\_\_\_ Date Received from Project Sponsor

Check Point: \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ 1st \_\_\_\_\_ 30% \_\_\_\_\_ 60% \_\_\_\_\_ 90% \_\_\_\_\_ Final

Review:

\_\_\_\_\_ Reviewer's Initials

\_\_\_\_\_ % of Draw on Loan

\_\_\_\_\_ Date Review Completed

\_\_\_\_\_ Date Forwarded to DHEC FM

\_\_\_\_\_ Procurement Manager's Cerification

SRF DRAW REQUEST FORM

1. CONSTRUCTION:

A	E	F	G	H	DHEC USE ONLY
Contract/Division Contractor	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)	Adjustments ____ This Request ____ Next Request
A. _____	_____	_____	_____	_____	_____
B. _____	_____	_____	_____	_____	_____
C. _____	_____	_____	_____	_____	_____
D. _____	_____	_____	_____	_____	_____
E. _____	_____	_____	_____	_____	_____
Construction Totals	_____	_____	_____	_____	_____
Transfer totals to line 4, Page 1					

2. CONSTRUCTION ENGINEERING:

A	E	F	G	H	DHEC USE ONLY
Sub-Category	Total Cumulative Eligible Project Costs Incurred to Date	Total Cumulative Loan Amounts Requested to Date (E*D)	Actual Cumulative Loan Amounts Received to Date	Amount of This Request (F-G)	Adjustments ____ This Request ____ Next Request
A. Project Inspection	_____	_____	_____	_____	_____
B. Basic Engineering Services	_____	_____	_____	_____	_____
C. Other Engineering Services	_____	_____	_____	_____	_____
Construction Engineering Totals	_____	_____	_____	_____	_____
Transfer totals to line 6, Page 1					